



NONRESIDENT TRAINING COURSE

January 1994



Religious Program Specialist 3

NAVEDTRA 14228

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

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Published by
NAVAL EDUCATION AND TRAINING
PROFESSIONAL DEVELOPMENT
AND TECHNOLOGY CENTER

**NAVSUP Logistics Tracking Number
0504-LP-022-3760**

Sailor's Creed

"I am a United States Sailor.

I will support and defend the
Constitution of the United States of
America and I will obey the orders
of those appointed over me.

I represent the fighting spirit of the
Navy and those who have gone
before me to defend freedom and
democracy around the world.

I proudly serve my country's Navy
combat team with honor, courage
and commitment.

I am committed to excellence and
the fair treatment of all."

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INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the

assignments. To submit your assignment answers via the Internet, go to:

<http://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: n313.products@cnet.navy.mil
Phone: Comm: (850) 452-1648
DSN: 922-1648
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC (CODE N313)
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions:

E-mail: n331@cnet.navy.mil
Phone: Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC (CODE N331)
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 5 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

COURSE OBJECTIVES

In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following: the RP rating; military weddings and funerals; religious ministry facility (RMF); major religions of the world; worship support functions; pastoral counseling support; information and referral assistance; logistics and support of the chapel, chaplain's office, RMF, and command religious program (CRP); religious offering funds; religious education;

publicity; security; library support; audiovisual presentations; and other aspects of chaplain backing and support, including religious program support in the field.

Student Comments

Course Title: Religious Program Specialist 3

NAVEDTRA: 14228 **Date:** _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

<p>Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p>
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NETPDTC 1550/41 (Rev 4-00)

INTRODUCTION TO THE RELIGIOUS PROGRAM SPECIALIST RATING

The Religious Program Specialist (RP) rating was established to support the Navy's chaplains. RPs are professional support personnel who are skilled in religious programming and administration. Personnel selected for the RP rating are not clergy and are, therefore, not expected to perform functions reserved for members of the clergy. Basically, the RPs are combatants who help the Navy's chaplains administer to the needs of persons of all faith groups by performing the administrative or religious programming tasks that do not require ordination or licensing. In combat areas, the RPs also provide physical protection to Navy chaplains, allowing them to carry out their duties and responsibilities as safely as possible.

Whether assigned to a ship or a shore activity, the RP must be able to perform a variety of duties in support of the command religious program (CRP). In fact, the RP will directly affect the CRP through programming the religious needs and rights of sea service personnel and their families and by helping the assigned chaplain in the delivery of ministry. Some typical duties and responsibilities might include the following actions:

- Conducting rehearsals
- Making referrals
- Rigging and unrigging for religious services and CRP events
- Recruiting, training, and supervising CRP volunteers who help in worship, religious education, library, lay reader, religious offering fund, and other programs
- Publicizing the CRP and its events
- Organizing, coordinating, and supporting religious education programs
- Serving as bookkeepers and custodians of the religious offering fund
- Providing library services on board ships
- Managing and administratively supporting CRP elements
- Determining, requisitioning, and managing logistics support for the CRP

- Managing, maintaining, and supporting the design of and determining the requirements for a religious ministry facility (RMF) afloat or ashore
- Providing physical security for chaplains in combat

Although RPs work directly for chaplains in support of the Navy's CRPs, they are not considered to be chaplains' assistants or lay readers. Instead, they are program managers with a focus on their specific rating-related skills—skills that do not require ordination, preaching, teaching theology or faith, or counseling. As program managers, RPs will typically perform specific tasks that are designed to be action oriented and initiative challenging with an increased reliance on volunteers.

As a Navy RP, you must be prepared to provide support for all faith groups. These faith groups will primarily include (but will not be limited to) the following major religions:

- Buddhism
- Christianity (including Christian Science, Latter Day Saints, Orthodox, Protestant, and Roman Catholic)
- Judaism
- Islam

As a member of the RP rating, you must be prepared to support all chaplains in the requirements of each chaplain's faith group. You must also be prepared to support each chaplain's personal practices and desires, an aspect of your job you will likely learn through your chaplain's disclosure of his or her individual preferences and through individual on-the-job and collective onboard training programs.

Now that you have a basic understanding of what an RP does, let's step back and look at the history of the RP rating. Remember, you must first know where or how your rating began before you can know where it is or where it is going.

HISTORY OF THE RP RATING

The idea of having a chaplain's specialist assigned to each ship with a chaplain aboard dates from 1878. That year a committee of chaplains first made the recommendation to the Navy Department. Although the Navy Department did not immediately adopt the recommendation, successive generations of chaplains gave their support to the idea.

ESTABLISHING A SPECIALTY

In 1942, the Navy Department took the first steps to establish a Specialist (W) rating to help Navy chaplains. Originally, the Navy Department decided that rating should remain in effect only for the duration of World War II. The (W) specifically referred to welfare. In February 1942, before the Navy Department had even taken action on the Specialist (W) rating, the Marine Corps established a Military Occupational Specialty (MOS) known as Chaplain's Assistant. Unlike the Navy who started the Specialist (W) rating only as a wartime measure, the Marine Corps announced that it intended to keep its specialty of Chaplain's Assistant after the war.

To qualify for the Navy's Specialist (W) rating, an applicant had to be able to play the piano and organ for religious services and other gatherings and be a competent choir director. Consequently, most applicants for Specialist (W) had backgrounds as music teachers, professional musicians, or church ministers of music. The 8-week indoctrination course in Specialist (W) training at the Navy chaplain's school included instruction in naval etiquette, naval correspondence, clerical procedures, choir organization, rehearsal procedures, Navy Relief, sacred music for divine services (Protestant, Roman Catholic, and Jewish), military weddings, military funerals, and the practical application of shorthand and typing.

In April 1948, the Navy established the Personnel Man rating. Included in the job classification for this rating was Chaplain's Assistant. From 1945 to 1979, the Yeoman rating furnished personnel in the Chaplain's Clerk specialty (YN 2525) to aide and support Navy chaplains in their efforts to provide quality ministry. Before a Yeoman could be assigned to a chaplain, however, the command chaplain had to go through the lengthy and time-consuming process of justifying the need for a YN 2525 billet. Often, the chaplain's office was in direct competition with other command departments for the services of Yeoman personnel. Frequently, the chaplain's office had to accept unqualified personnel as a temporary solution to the

command's manning problems. As a result, the establishment of a permanent rating to support the Navy's chaplains remained a primary goal of the Chief of Chaplains.

ESTABLISHING THE RATING

In 1979, the Secretary of the Navy approved the establishment of the RP rating. Stringent selection requirements were set. To request a lateral conversion from another rating to the RP rating, the applicant was required to undergo an interview and obtain a recommendation from a Navy chaplain. A commanding officer would recommend a prospective candidate for the RP rating based on several factors, including the chaplain's endorsement.

In May 1979, the Chief of Naval Operations (CNO) approved the insignia for the RP rating. The RP rating insignia (fig. 1) consists of a rose compass, a globe, and an anchor. The rose compass represents the direction that religion gives to life; the globe indicates that RPs serve throughout the world; and the anchor represents each RP's tie to the sea services.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the RP rating include a variety of tasks. To prepare successfully for Religious Program Specialist third class, you must realize that you will be accountable for carrying out a variety of tasks in the following fundamental areas:

- Religious Program Support
- Religious Education
- Religious Offering Fund
- Library

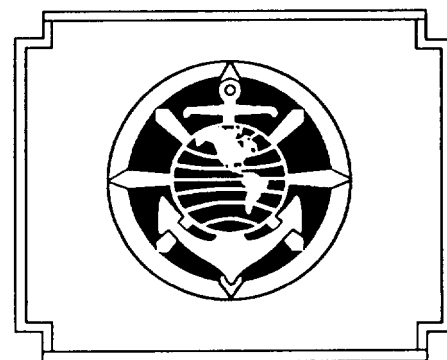


Figure 1.—RP rating insignia.

- Administration
- Logistics

The extent of your responsibilities for each of these areas will depend on your particular duty station, the chaplain to whom you are assigned, and the comprehensiveness and requirements of your command's CRP. Let's take a brief look at some of these variables.

DUTY STATIONS

In addition to a wide variety of sea and shore duty assignments, the Navy assigns RPs to the following duty stations:

- Staff commands—where the chaplain has a ministry of presence and the command supports a specific command mission
- Naval mobile construction battalions—where, in addition to a pastoral ministry, RPs are in mobilization units
- Overseas commands—where, in addition to a pastoral ministry, RPs program and have a greater involvement in community activities

In addition to duty stations, RPs may also be assigned to special assignments, even those outside their rating.

SPECIAL ASSIGNMENTS

As an RP, you may be assigned to or request an activity that is essentially outside the more common areas of your rating. Some of these special assignments may include the following jobs:

- Instructor
- Recruit company commander
- Equal opportunity specialist
- Command master chief
- Recruiter

If you should ever wish to choose an assignment outside your rating program, you should work closely with your command career counselor and the RP detailer.

THE ROLE OF THE RP IN THE U.S. ARMED SERVICES

As well as being aware of your duties and responsibilities as an RP, you should also be aware of the role of your rating within the structure of the Navy and the other armed forces. For example, one military

tradition you must understand is the enlisted and officer personnel structure. You will learn much of this information in your study of naval standards.

UNITED STATES MARINE CORPS

Because a significant number of the Navy's RPs are assigned to the U.S. Marine Corps, you must understand the role of the RPs who serve in this branch of the U.S. Armed Services. If you should be ordered to serve in the Marine Corps, you must have an overview of what to expect.

The Marine Corps provides special training to the RPs who are assigned to serve in their units. Both Navy RPs and Marine Corps administrative clerks with MOS 0151 receive special training through service schools.

Both male and female RPs in paygrades E-1 through E-4 who are assigned to report to Marine Corps units must first complete special training at Camp LeJeune, North Carolina. The male RPs are required to attend the School of Infantry (SOI); the female RPs must attend the basic combat skills training at the Field Medical Service School. Both male and female RPs in paygrade E-5 are required to attend local resident noncommissioned officer (NCO) schools at Marine Corps-wide facilities. Both male and female RPs in paygrades E-6 and E-7 must attend the assigned level courses at a regional staff noncommissioned officer (SNCO) course school. Upon receipt of Marine Corps orders, all male and female RPs in paygrades E-5 through E-9 must complete the prescribed nonresident Marine Corps Institute (MCI) courses coordinated through Marine Corps Headquarters.

The Geneva Convention classifies chaplains, medical doctors, hospital corpsmen, and dental technicians as noncombatants. Unlike chaplains, RPs bear arms and are classified as combatants. In combat situations, the RP serving in the Marine Corps will likely be assigned as the chaplain's bodyguard, allowing the chaplain to minister to the wounded and dying.

The Marine Corps superstructure consists of land combat, security, and service forces, including Marine Corps aviation and the Marine Corps Reserve. The Marine Corps incorporates the following three principal subdivisions:

1. Marine Corps Headquarters
2. Marine Corps Operating Forces
3. Marine Corps Support Establishment (including the Marine Corps Reserve Establishment)

Among the significant numbers of Navy personnel assigned to the Marine Corps, Navy chaplains and RPs

are assigned to various Marine Corps commands worldwide. In fact, the Marine Corps claimancy is the largest major claimant within the Chaplain Corps. It consists of many active duty chaplains, reserve chaplains, RPs, and Marine Corps chaplains' assistants. Over 20 percent of the Navy's chaplain and RP billets are within the Marine Corps claimancy. If you are assigned to the Marine Corps, you must be prepared to understand the requirements, traditions, customs, and language of this armed service. Figure 2 contains some

ACE (aviation combat element)
BLT (battalion landing team)
CAO (civilian affairs officer)
CP (command post)
CSS (combat service support)
CSSE (combat service support element)
FMF (Fleet Marine Force)
FMFLANT (Fleet Marine Force, Atlantic)
FMFPAC (Fleet Marine Force, Pacific)
FMSS (Field Medical Services School)
FSC (Federal Supply Classification)
FSSG (force service support group)
GCE (ground combat element)
MACG (marine air control group)
MAG (marine aircraft group)
MAGTF (Marine Air-Ground Task Force)
MAW (marine aircraft wing)
MEB (marine expeditionary brigade)
MEF (marine expeditionary force)
MEU (marine expeditionary unit)
MOS (military occupational specialty)
MWSG (marine wing support group)
SOI (School of Infantry)
SOP (standard operating procedure)
SRI (surveillance, reconnaissance, and intelligence)
T/E (table of equipment)
T/O (table of organization)

Figure 2.—Significant Marine Corps acronyms.

of the most significant Marine Corps acronyms. Remember, these acronyms are unique to the Marine Corps. If you are assigned to the Marine Corps, you must be able to recognize and use these acronyms.

U.S. NAVY CHAPLAIN CORPS

The U.S. Navy Chaplain Corps promotes spiritual, religious, moral, and personal well-being through ministry to naval personnel, their family members, and other authorized individuals.

The CRP is the vehicle through which the commanding officer/commander provides for the free exercise of religion for authorized personnel of all faiths. As mentioned earlier, elements of the CRP can include divine services, sacraments, ordinances, rites and ceremonies, outreach programs, pastoral care and counseling, spiritual growth, and religious education. U.S. Navy chaplains manage this program as staff members on behalf of the commanding officer/commander who ultimately has responsibility under Navy Regulations for making sure personnel assigned to his or her command have their needs and free exercise of religion met.

The fundamental role of the RPs is to help provide logistics support that the Chaplain Corps needs to provide quality ministry to service members in the Navy.

Chief of Chaplains

The Chief of Chaplains wears three hats: (1) Chief of Chaplains, (2) Senior Chaplain of the Navy, and (3) Director of Religious Ministries. As the Director of Religious Ministries, the Chief of Chaplains directs, administers, and manages the Navy Chaplain Corps, implements religious ministries to meet the needs of personnel in the naval service and their families in the pursuit of free exercise of religion. As Senior Chaplain of the Department of the Navy, the Chief of Chaplains (N097) serves as an advisor to the Chief of Naval Operations (CNO) on religious, spiritual, moral, and ethical implications of policies and actions of the Department of the Navy. Because the Chief of Chaplains is not a resource sponsor, this position owns no billets, chaplain or otherwise.

Major Claimant Staff Chaplains

Major claimant staff chaplains are senior chaplains of major manpower claimants such as the CNO, Commandant of the Marine Corps, Commander in Chief of the U.S. Atlantic Fleet, or Commander in Chief

of the U.S. Pacific Fleet. Major claimant staff chaplains are assigned to the following locations:

- The Chaplain, Headquarters, U.S. Coast Guard
- Staff Chaplain, Chief of Naval Operations
- Staff Chaplain, Bureau of Medicine and Surgery
- Staff Chaplain, Bureau of Naval Personnel
- The Chaplain, Headquarters, U.S. Marine Corps
- Staff Chaplain, Naval Sea Systems Command
- Fleet Chaplain, Commander in Chief, U.S. Atlantic Fleet
- Fleet Chaplain, Commander in Chief, U.S. Naval Forces Europe
- Staff Chaplain, Chief of Naval Education and Training
- Staff Chaplain, Naval Security Group Command
- Staff Chaplain, Naval Computer Telecommunications Command
- Fleet Chaplain, Commander in Chief, U.S. Pacific Fleet
- Staff Chaplain, Commander, Naval Reserve Force

Primarily, the role of the staff chaplains is to advise the major manpower claimants and Chief of Chaplains on matters that bear upon the quality of ministries within their claimancies. Claimant chaplains monitor the billets and billet requirements for chaplains and RPs in all units of the fleet, force, or command and advise on the initiation of manpower authorization change requests. The staff chaplains also monitor the Auxiliary and Contract Chaplain Program and participate in the naval command inspection program for the purpose of evaluating the effectiveness of CRPs.

Supervisory Chaplains

Supervisory chaplains are senior chaplains of a force, staff, or unit. They are department heads or principal staff officers with responsibility to the commander or commanding officer through the executive officer or chief of staff for administering, supervising, and facilitating religious ministries and chaplain activities. This responsibility includes the professional supervision of chaplains, assigned enlisted and civilian personnel, and chaplains in subordinate commands, as appropriate.

Coordinating Chaplains

A senior chaplain who is assigned to the staff of an area or regional area coordinator is designated as a coordinating chaplain. When necessary, a regional area coordinating chaplain delegates responsibilities within a local geographical area to a local area coordinating chaplain. Coordinating chaplains are responsible for professional activities, ceremonies, training, and duty chaplains' watchbills among area chaplains and RPs. Additionally, they support area civic and religious ceremonies and activities. Coordinating chaplains also conduct area RP applicant screening boards.

Command Religious Ministry Programs

Article 0727 of *U.S. Navy Regulations, 1990*, requires commanders and commanding officers to "use all proper means to foster high morale and spiritual well-being of the personnel under his/her command and ensure that chaplains are provided the necessary logistics support to carry out the command's religious ministry programs."

With Article 0727 in mind, the Navy established the CRP. The CRP placed the authority, responsibility, and accountability on Navy commanders and commanding officers to provide for the free exercise of religion by personnel in the naval service.

Chaplains

Chaplains are professionally qualified clergy, certified and endorsed by their ecclesiastical endorsing agency. Chaplains are assigned or attached to a specific command primarily to provide and facilitate religious ministries within that command.

Chaplains are an integral part of any command. They stimulate religious and general well-being of command personnel as advisors to commanders, commanding officers, and those in authority on religious and morale matters.

Although chaplains may be assigned collateral duties, these duties must not violate the religious practices of the chaplain's faith group or the chaplain's noncombatant status. Except as administrator or custodian of a religious offering fund (ROF), a Navy chaplain is prohibited from serving as director or treasurer of fund drives or in any capacity relating to the solicitation, collection, or disbursing of any monies. Chaplains will not serve on a court-martial or render judgment in disciplinary cases, except as required by

U.S. Navy Regulations. In addition, chaplains will not stand watches other than those of duty chaplain.

Now that we have briefly looked at what a Navy chaplain will not do, let's take a closer look at some of the major duties and responsibilities of this important billet.

PASTORAL COUNSELING.— The well-being of all command personnel, their families, or other authorized individuals must be the concern of everyone in the CRP. Chaplains counsel and advise individuals on religious, moral, personal, and morale matters, in times of joy as well as in times of bereavement, during domestic crises, and during occasions requiring religious direction. Chaplains also refer individuals to resource personnel and agencies. Some professional counseling resource personnel and agencies are as follows:

- Religious Agencies
 - (Faith Group) pastoral counselors
 - (Faith Group) social service agencies
 - Social workers
 - Family and child service centers
- Community Resources
 - Financial counselors
 - Psychologists
 - Psychiatrists
 - Child care programs
 - Mental health clinics
 - Social service agencies
 - Family service agencies
- Military Facilities
 - Naval regional medical centers
 - Counseling and assistance centers
 - Drug and alcohol abuse programs (DAAPs)
 - Family service centers

The CRP maintains liaison with community, social, religious, health, and welfare agencies and makes those resources available to military families.

The foremost issue involving counseling is confidentiality of information disclosed. Information disclosed during pastoral counseling is protected by the *Manual for Courts-Martial, United States 1984*,

Military Rule of Evidence 503. This rule protects communication to a chaplain, RP, or CRP staff member in specific recognition of the nature of the military chaplaincy and deals only with communication “made either as a formal act of religion or as a matter of conscience.”

PASTORAL CARE SERVICE.— Chaplains and RPs are important team players within the medical department. Their contributions to spiritual and moral development are well-founded. Let's look at some of the important personal characteristics a good RP should have.

Sensitivity.— Experience, say many, may be the only teacher. If an RP has been foretold what to expect, knowing the art of sensitivity is easier. As an RP in the pastoral care service, you are in the business of sensitivity. The people who seek assistance from pastoral care need to be greeted by a sensitive person. In the pastoral care service, you will encounter depressed, unhappy, or angry visitors. Do not push them further into that condition. Give them a caring cheerfulness, not a bad attitude.

Visiting chaplains and others have their own agendas. RPs need to support these agendas as best they can. One method of support is to stay in touch with admittance. Your knowledge of the patient, including the ward, command affiliation, and expected length of stay, would be timely and vital information to any visiting chaplain or clergy.

Pastoral care service chaplains need special sensitivity to be able to cope with traumatic and tragic circumstances. Imagine the following situation. You are the hospital chaplain. You are coming from the deathbed of a child and returning to the office to perform marriage counseling. Or perhaps you are going from a series of tedious meetings to the task of preparing an urgent brief. RPs more than anyone should be aware of their chaplain's mood. The swing of his or her emotional shifts will be great; the RP must adjust and react to those emotional shifts. In all cases, sensitivity is the key. You can make the difference for the chaplain in her or his adjustment through foresight, planning, preparation, and sensitivity.

Resource Publications.— There are two specific references that will help you before and during your tenure in the pastoral care service: *Dorland's Illustrated Medical Dictionary and Diagnostic and Statistical Manual of Mental Disorders*, DSM-III-R. You should be familiar with these resources.

Shoptalk

Shoptalk, or jargon, defines language or slang that is peculiar to a particular trade or profession. RPs, like chaplains, should be cautious when using language that may not be understood by those outside the CRP. For example, when using the term *command religious program* or *CRP*, emphasize the command nature of religious programming. Use command chaplain when referring to the designated director of the Office of the Chaplain. Use senior chaplain when referring to a chaplain's rank in relation to other chaplains. Use liturgy when referring to worship, and so on.

In nearly all instances, chaplains may be addressed by the term *chaplain*. RPs may refer to assigned chaplains by the term *chaplain*, regardless of rank or faith group, since this term is common to all faith groups and expresses the identity of clergy within the military community. Use of terms common within a particular faith group such as *father*, *pastor*, or *rabbi* may also be used when appropriate. The bottom line is—how seniors are to be addressed is their prerogative.

When identifying various parts of the religious ministries facility (RMF vice chapel) or the ecclesiastical nomenclature of religious articles, always use the proper term. For example, in shoptalk you would speak of the apse, baptistery, choir gallery, narthex, nave, quiet room, sacristy, sanctuary, and vestry as you would use terms in any other technical field. Two other tools useful in learning shoptalk are the *Naval Terms Dictionary* by Noel and Beach, and the *Dictionary of Naval Abbreviations* by Wedertz, both published by Naval Institute Press, Annapolis, Maryland.

Disclosure

For any RP to know everything about all faith groups is virtually futile. For you, as an RP, to grasp this thought is most critical to the success of religious programming within the Navy and Marine Corps. In support of this concept, it is not the intent of this training manual to make RPs into walking encyclopedias of religious facts, nor to provide a detailed analysis of all the faith groups.

Both RPs and chaplains must have timely, pertinent, and open disclosure concerning expectations, desires, and practices in the area of the chaplain's faith group. This disclosure must take place frequently, either in one-to-one training or group sessions. The RP must make sure the planning, diagraming, coordinating, and starting of this type of training takes place. Remember, opportunities for learning about how to establish and maintain open communication either through on-the-job training for the individual RP or through onboard training for groups of RPs are as important as military schools, training manuals, and non-RP training sources.

SUMMARY

This introduction has provided basic information on the history, standards, duties and responsibilities, and military structure of the RP rating environment as well as the nature of the RP/chaplain relationship. You must understand the basic principles of your rating. You must also understand your position within the structure of the U.S. Navy or the U.S. Marine Corps before proceeding to the following chapter on the technical aspects of your rating.

